# Decrypting and Storing Email with Outlook XP

The process of decrypting and storing email is suggested if you know your certificates are going to expire (certificates have a 3 year life cycle) or you know that you will be receiving a new CAC for any reason (ex: change in Rank). Any email that was encrypted with the old certificates can be decrypted and stored in an offline folder.
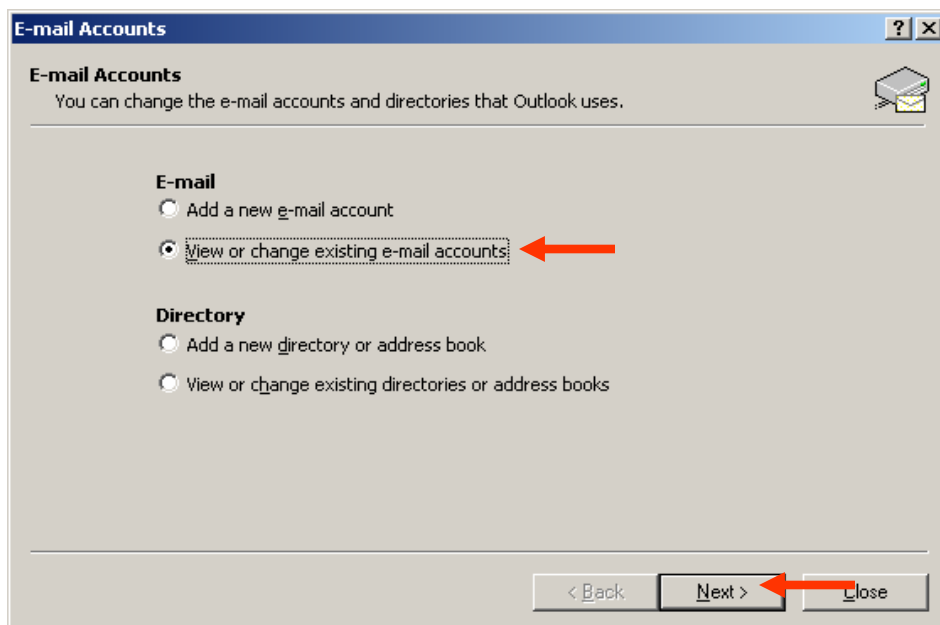**The decryption and storage of email will need to occur BEFORE you receive your new CAC.**
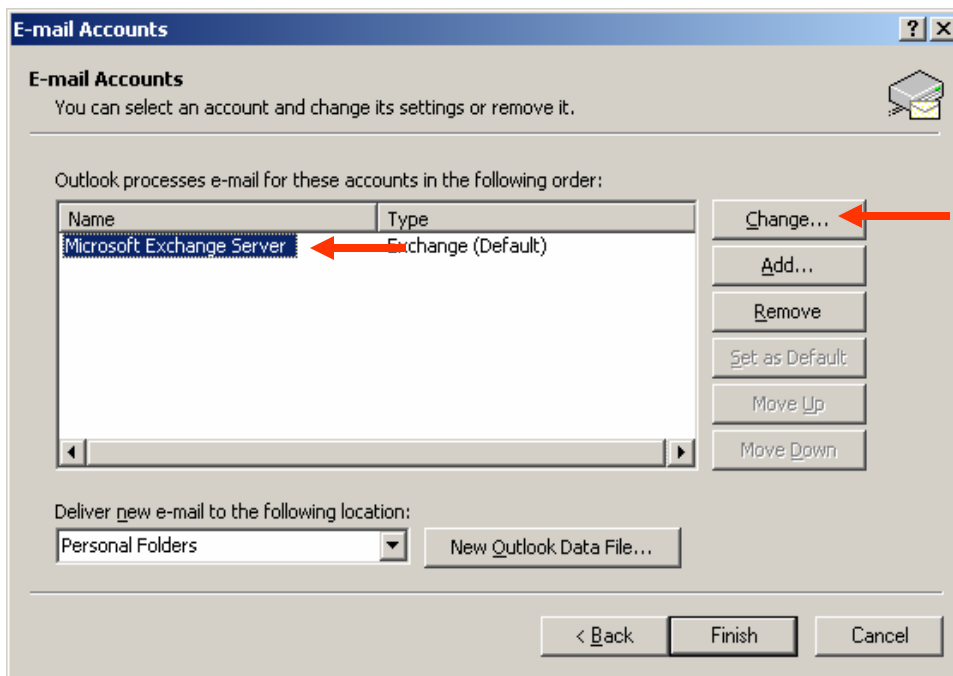
Create an Offline folder.
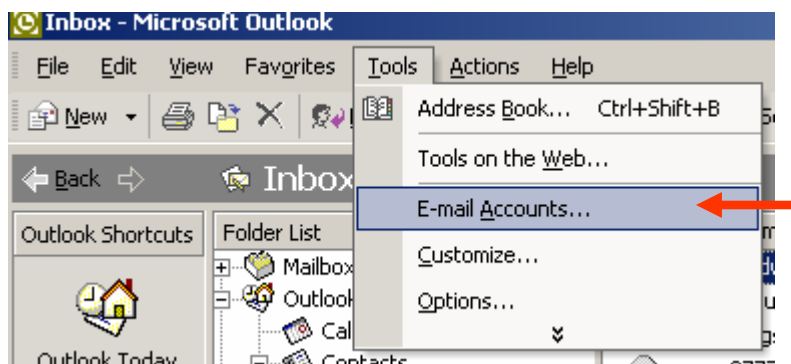
1

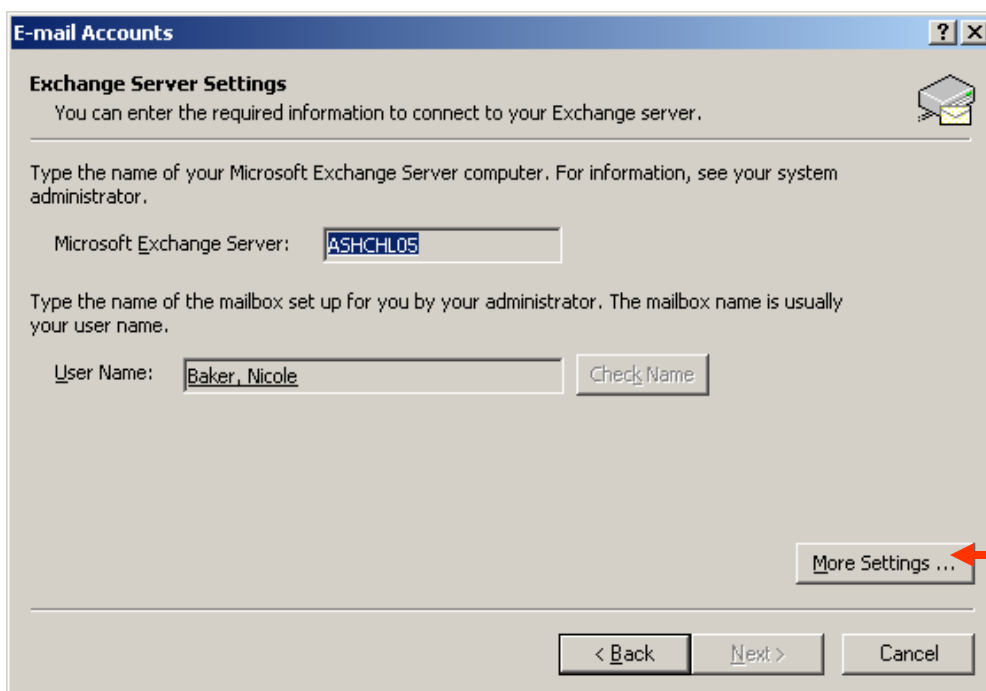In Outlook XP, from the ***Tools*** pull-down menu choose ***Email Accounts***.

2

Select the ***View or change existing email accounts*** radio button. Click ***Next***.

1

E-mail Accounts

E-mail Accounts
You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
Microsoft Exchange Server	Exchange (Default)

- Change...
- Add...
- Remove
- Set as Default
- Move Up
- Move Down

Deliver new e-mail to the following location:

Personal Folders ▼ New Outlook Data File...

< Back   Finish   Cancel

3

In the *Outlook processes email for these accounts in the following order:* window, highlight *Microsoft Exchange Server* and click the *Change* button.

E-mail Accounts

Exchange Server Settings
You can enter the required information to connect to your Exchange server.

Type the name of your Microsoft Exchange Server computer. For information, see your system administrator.

Microsoft Exchange Server: ASHCHL05

Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.

User Name: Baker, Nicole   Check Name

More Settings ...

< Back   Next >   Cancel

4

Click the *More Settings...* button.   2

Microsoft Exchange Server

General | Advanced | Connection | Remote Mail

Mailboxes
Open these additional mailboxes:

Add...

Remove

Encrypt information
☐ When using the network
☐ When using dial-up networking

Logon network security:

Password Authentication ▼

Offline Folder File Settings...

OK | Cancel | Apply | Help
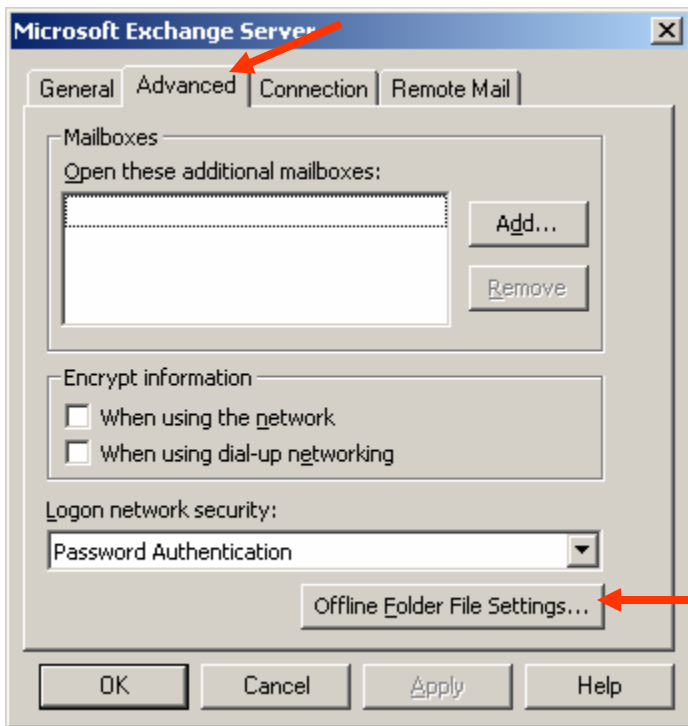
5

Click the *Advanced* tab then click the *Offline Folder File Settings...* button.

Offline Folder File Settings

File: Data\Microsoft\Outlook\outlook.ost | Browse

Encryption Setting
○ No Encryption
◉ Compressible Encryption
○ Best Encryption

Compact Now | Reduces the size of your offline folder file

Disable Offline Use | The offline folder file will not be opened on startup

OK | Cancel | Help
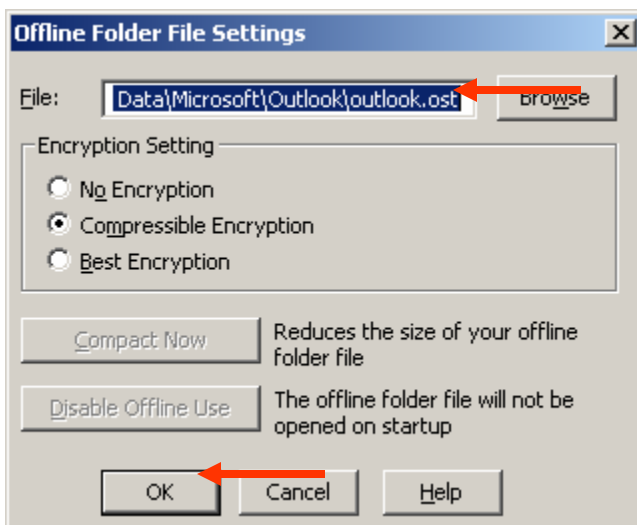
6
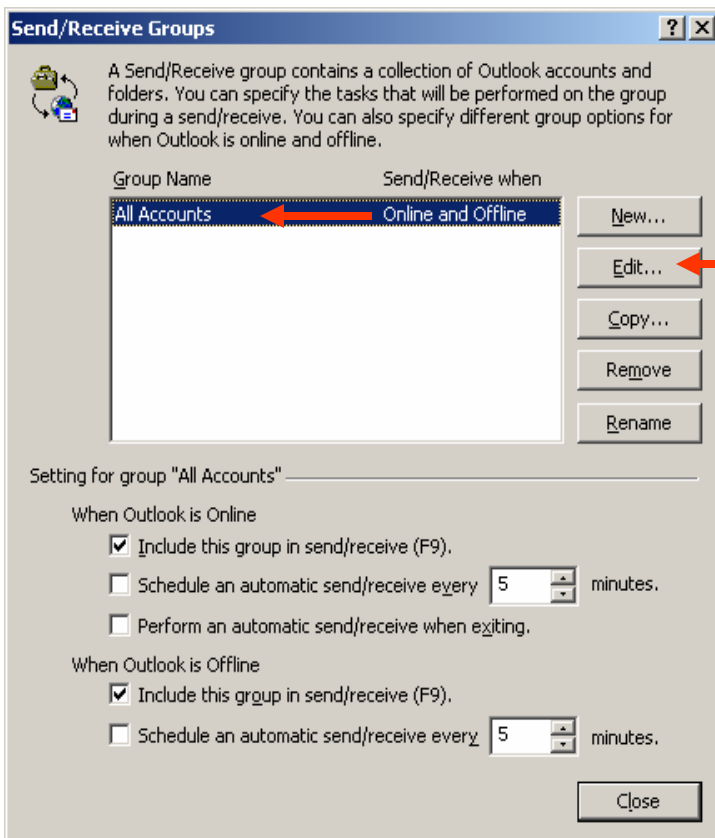
In the *File* box, type the path to the file you want to use as the Offline folder. The default name is *Outlook.ost.* Click *OK* to close the *Offline Folder File Settings* dialogue box.

3

While connected to the network, you must specify the folders that you want to be available offline.

Inbox - Microsoft Outlook

File   Edit   View   Favorites   **Tools**   Actions   Help

New ▾ | 🖨 🖹 ✕ | ...

Send/Receive Settings ▸	Define Send/Receive Groups... Ctrl+Alt+S
Address Book... Ctrl+Shift+B	Disable Scheduled Send/Receive
Tools on the Web...	Show Progress...

E-mail Accounts...

Customize...

Options...

		Raines	Re: Condor Invoice
		dwebmaster@dms....	30 day notice review current post
		ultz, Jean	MT Organization Chart
		gs, Alisa	Your Input is Needed
		6777213987@skytel.com	

Outlook Shortcuts

Outlook Today

Folder List
- Mailbox
- Outlook
  - Cal
  - Con
  - Deleted Items

7

From the *Tools* pull-down menu, click *Send/Receive Settings* and then choose *Define Send/Receive Groups.*

Send/Receive Groups ? ✕

A Send/Receive group contains a collection of Outlook accounts and folders. You can specify the tasks that will be performed on the group during a send/receive. You can also specify different group options for when Outlook is online and offline.

Group Name	Send/Receive when	
All Accounts	Online and Offline	New...
		Edit...
		Copy...
		Remove
		Rename

Setting for group "All Accounts"

When Outlook is Online
- ☑ Include this group in send/receive (F9).
- ☐ Schedule an automatic send/receive every [5] minutes.
- ☐ Perform an automatic send/receive when exiting.

When Outlook is Offline
- ☑ Include this group in send/receive (F9).
- ☐ Schedule an automatic send/receive every [5] minutes.
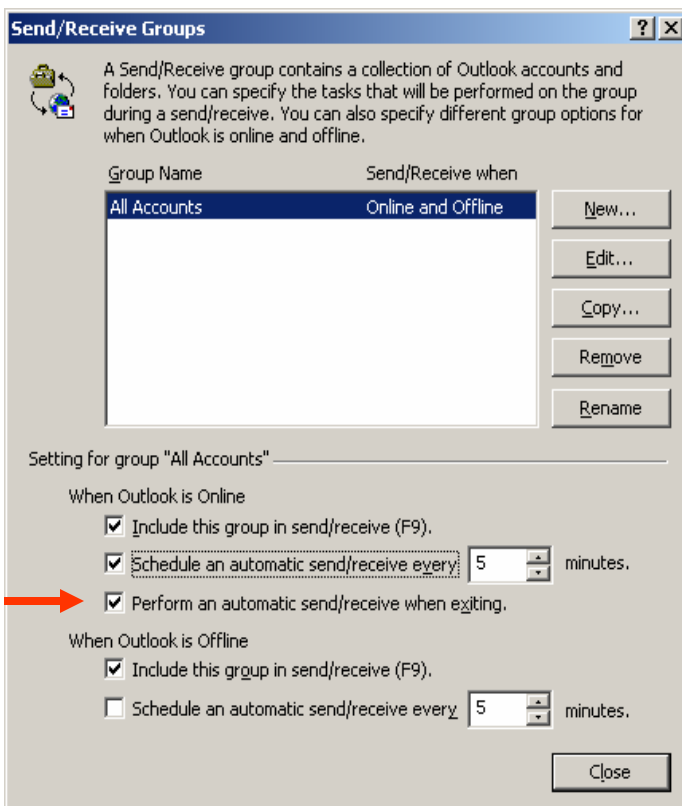
Close

8

Highlight the *Send/Receive* group containing an Exchange Server Account. Click the *Edit* button.

4
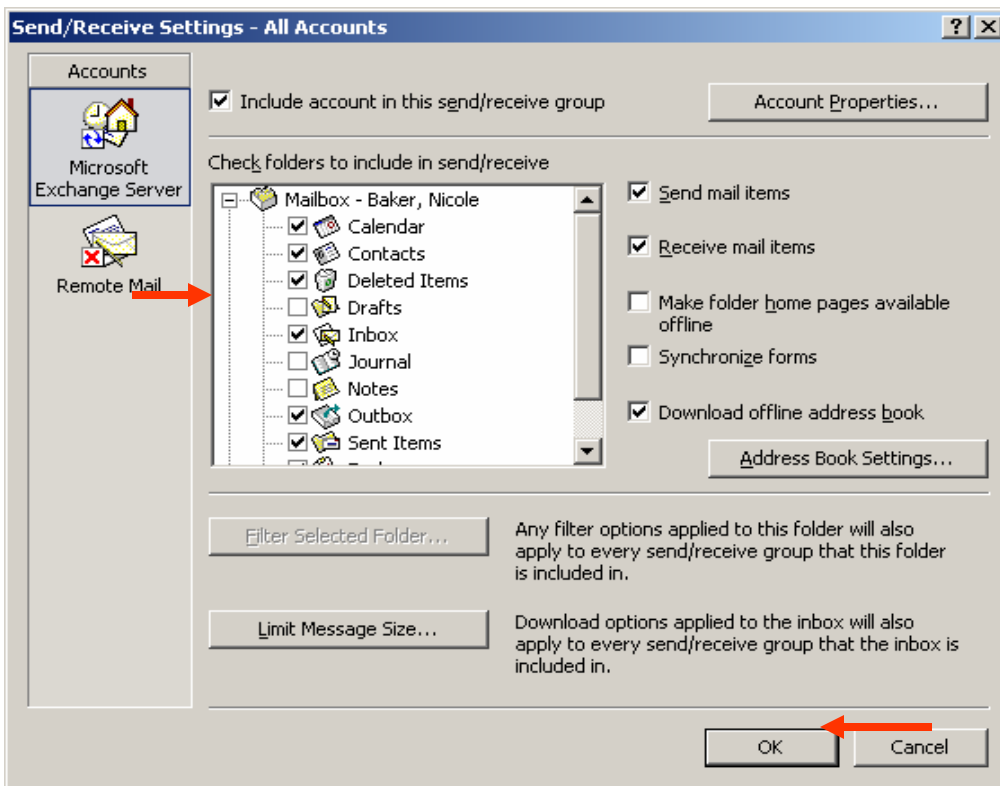
9

Select the folders that you want to use offline in addition to your default folders then click **OK**.
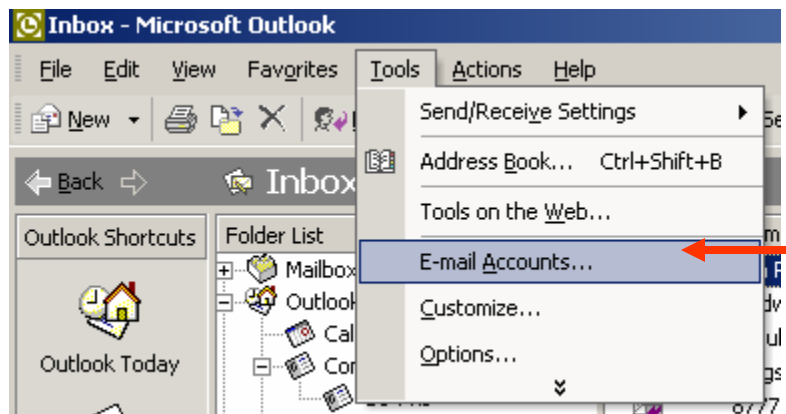

10

Configure your **Offline file preferences** in the *Send/Receive Groups* dialogue box.
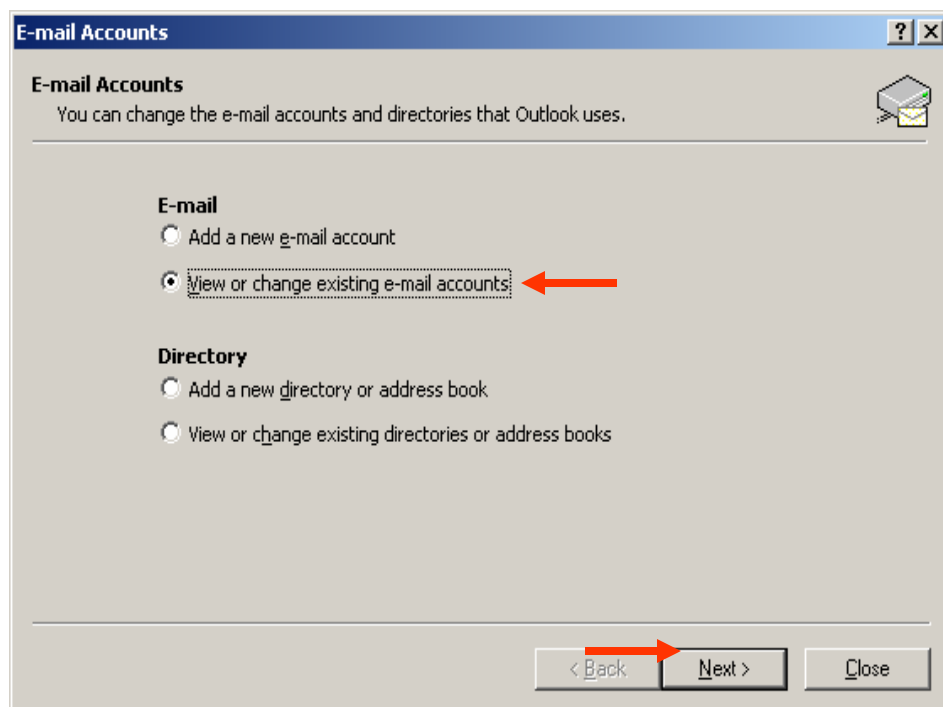
To set folders to automatically synchronize at logoff, select **Perform an automatic send/receive when exiting.**

The next step is to create a "Decrypt" personal file folder. A personal file folder is a data file that stores your messages on the computer.
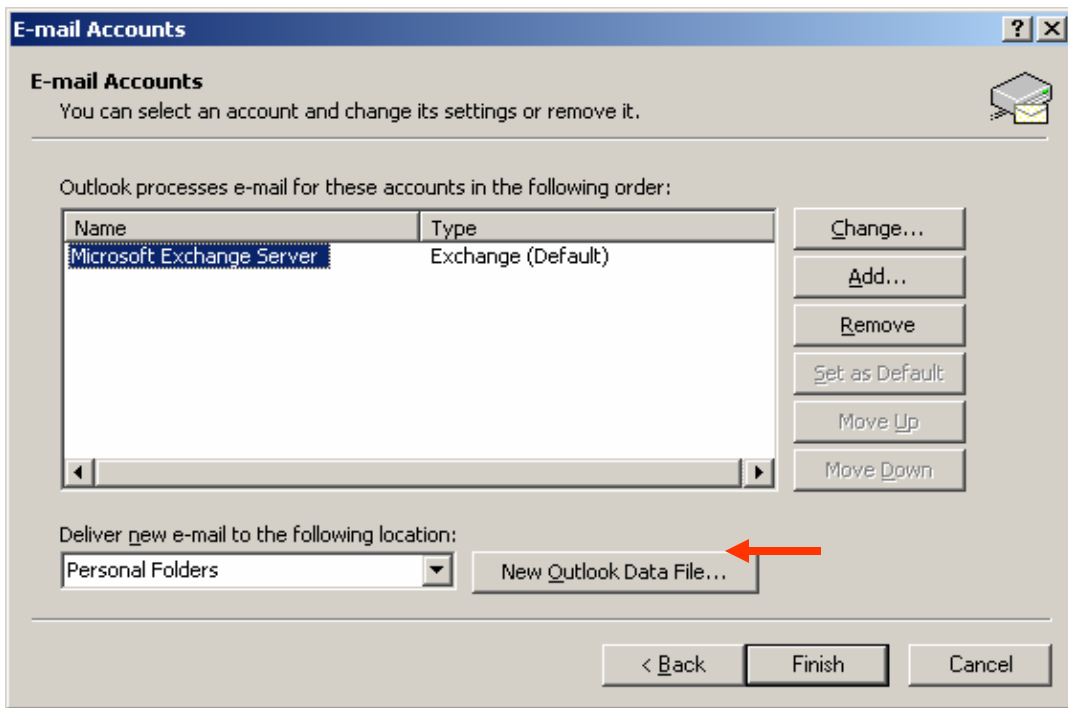
Inbox - Microsoft Outlook

File Edit View Favorites Tools Actions Help

Send/Receive Settings ▶

Address Book... Ctrl+Shift+B

Tools on the Web...

E-mail Accounts...

Customize...

Options...

11

In the **Tools** pull-down menu, choose **Email Accounts…**

E-mail Accounts ? ✕

E-mail Accounts
You can change the e-mail accounts and directories that Outlook uses.

E-mail
○ Add a new e-mail account
● View or change existing e-mail accounts

Directory
○ Add a new directory or address book
○ View or change existing directories or address books

< Back   Next >   Close

12

Select the **View or change existing email accounts** radio button. Click **Next**.

6

E-mail Accounts

E-mail Accounts
You can select an account and change its settings or remove it.

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Microsoft Exchange Server	Exchange (Default)

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Set as Default
Move Up
Move Down

Deliver new e-mail to the following location:

Personal Folders ▼   New Outlook Data File...

< Back   Finish   Cancel

13

Click the *New Outlook Data File...* button.

New Outlook Data File

Types of storage:

Personal Folders File (.pst)

Description
Provides storage of items and folders. Compatible with Outlook 97, 98, and 2000 files.

OK   Cancel
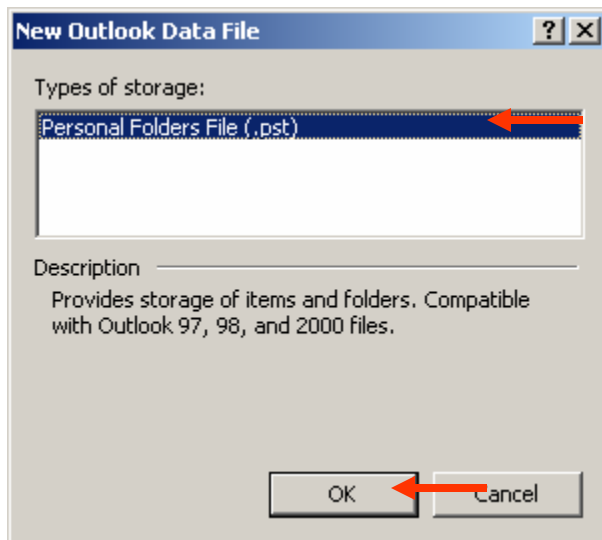
14

Accept the default of *Personal Folders File (.pst)* and click *OK*.

Create or Open Outlook Data File [?][X]

Save in: [Outlook ▾] ← ▾ 🗀 | 🔍 ✕ 📁 ▦ ▾ Tools ▾

Name	Size	Type	Modified
📧 bakern.pst	309,657 KB	Office Data File	12/3/2002 1:10 PM
📧 bakern2.pst	132,288 KB	Office Data File	4/8/2002 1:24 PM

My Documents

Desktop

File name: [decrypt] ← [OK] ←

Save as type: [Personal Folders Files (*.pst) ▾] [Cancel]
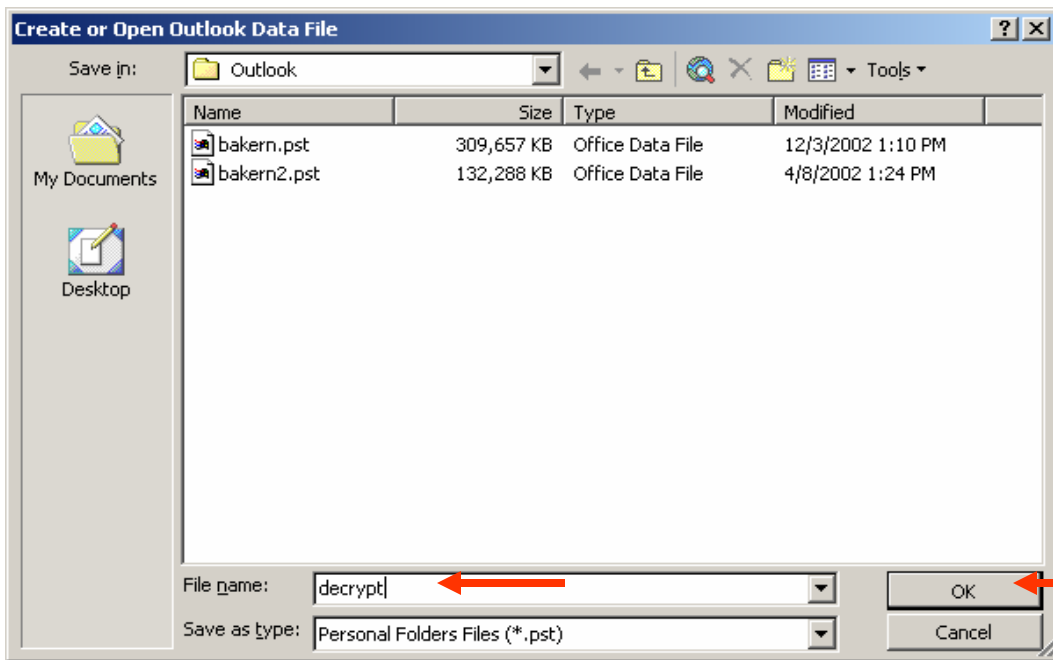
15

Enter the folder file name of *decrypt* and click *OK.*

Create Microsoft Personal Folders [X]

File: C:\Documents and Settings\nicole.baker\Local S

Name: [decrypt] ←

Encryption Setting
- ○ No Encryption
- ● Compressible Encryption
- ○ Best Encryption

Password
Password: [   ]
Verify Password: [   ]
☐ Save this password in your password list
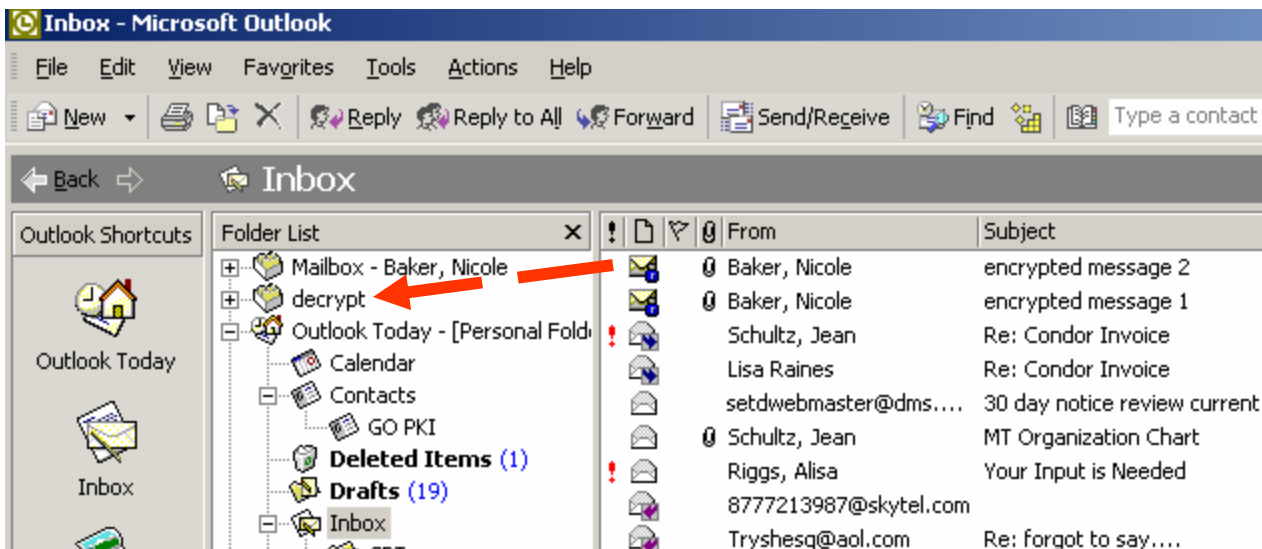
[OK] ← [Cancel] [Help]

16

Re-enter the file name if needed. The file folder will be created in the same default location where your other personal folders reside. You may also specify a password to protect the folder. Click *OK*.
This folder will now be listed with your other personal folder files in the Outlook window.

8

E-mail Accounts ? X

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< Back   Finish   Cancel

17

Click **Finish** to close the Email Accounts window.

After the personal file folder has been created, move all encrypted emails from your Inbox to the **decrypt** personal folder.

Inbox - Microsoft Outlook

File Edit View Favorites Tools Actions Help

New ▾ | 🖨 📭 ✕ | Reply Reply to All Forward | Send/Receive | Find | Type a contact

Back ⇨   Inbox

Outlook Shortcuts

Folder List ✕

⊞ Mailbox - Baker, Nicole
⊞ decrypt
⊟ Outlook Today - [Personal Fold
  Calendar
  ⊟ Contacts
    GO PKI
  Deleted Items (1)
  Drafts (19)
  ⊟ Inbox

Outlook Today

Inbox

!	📄	▽	📎	From	Subject
			📎	Baker, Nicole	encrypted message 2
			📎	Baker, Nicole	encrypted message 1
!				Schultz, Jean	Re: Condor Invoice
				Lisa Raines	Re: Condor Invoice
				setdwebmaster@dms....	30 day notice review current
			📎	Schultz, Jean	MT Organization Chart
!				Riggs, Alisa	Your Input is Needed
				8777213987@skytel.com	
				Tryshesq@aol.com	Re: forgot to say....

18

Drag and drop all encrypted files from the Inbox into the **decrypt** personal folder.

9

Each encrypted message will now need to be decrypted and forwarded to your Inbox.
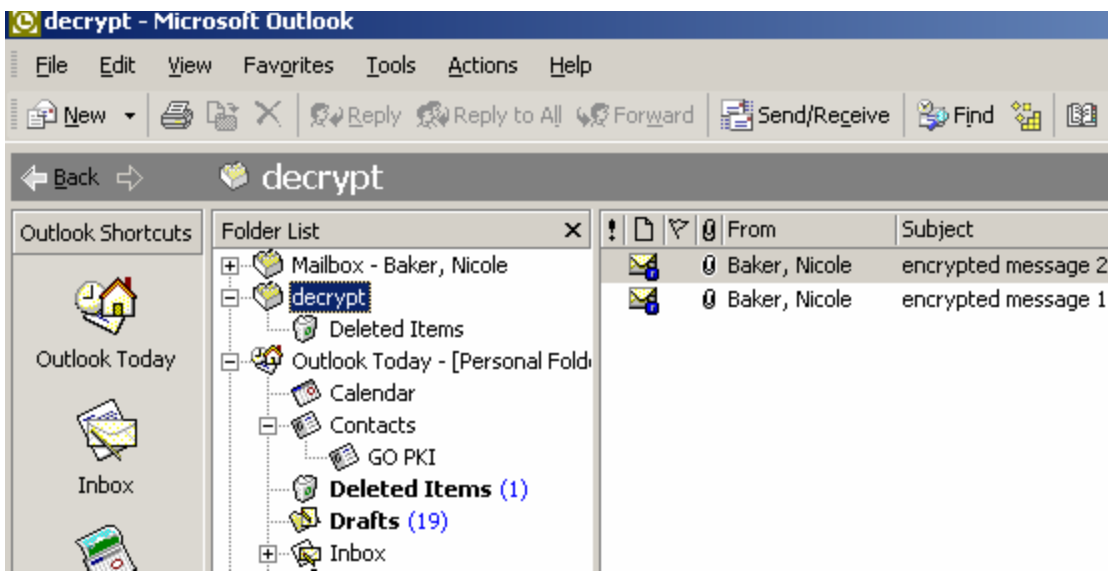
19

The following process will need to be followed for EACH encrypted message. From within the decrypt folder, *open* an encrypted message.
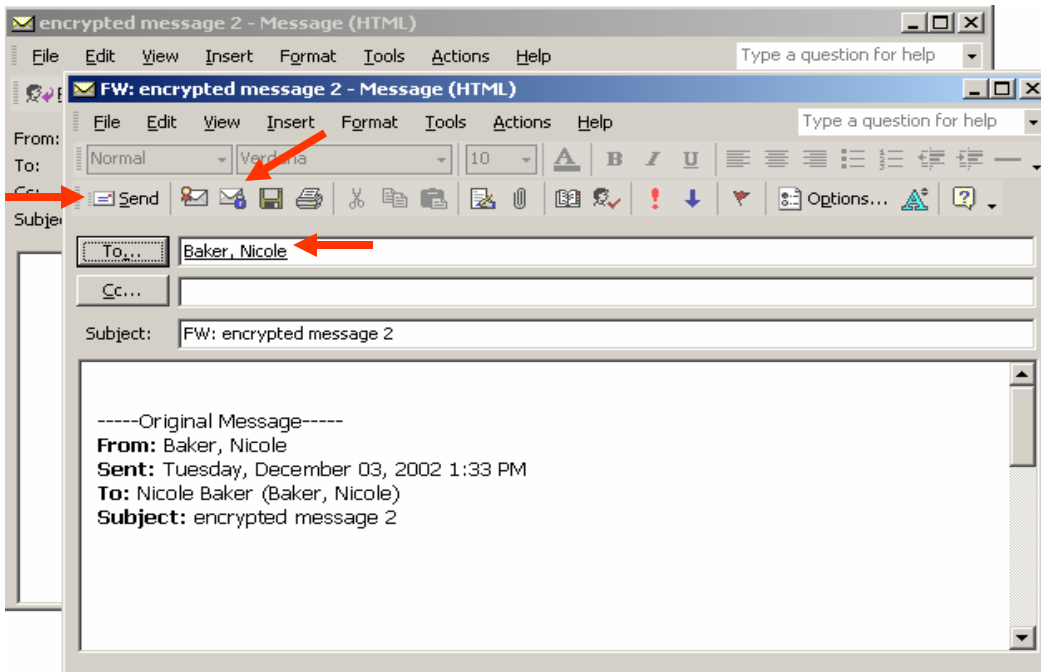
20

Click the **Forward** button to Forward the message to your email account in a decrypted format. Be sure to decrypt the email before sending. To do this, while the message is open, simply **deselect the encryption icon** at the top of the message. (By default the encryption icon will be selected.) Click **Send**.

10
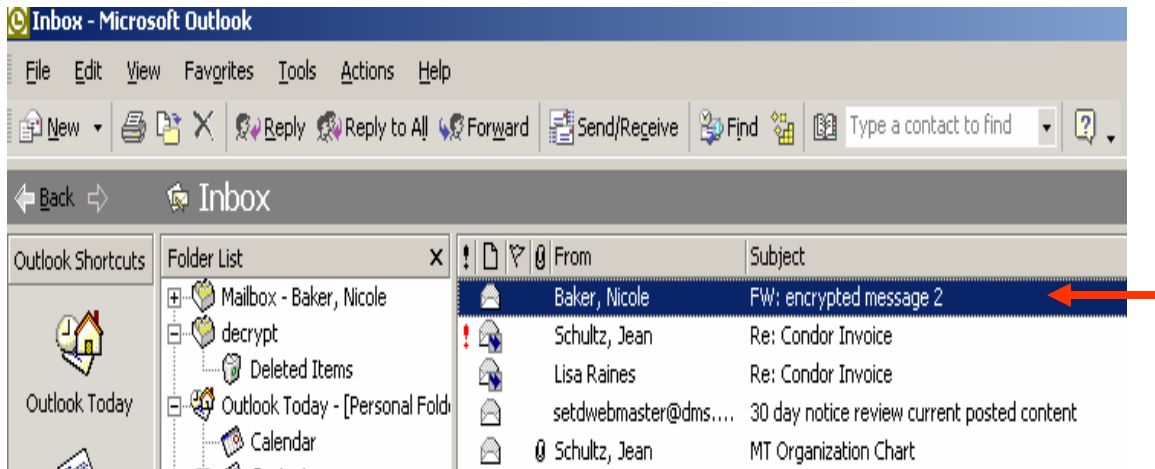
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The newly decrypted emails will be routed to your Inbox.

Once received, the decrypted emails can then be moved to a separate folder.

Army PKI Help Desk

1 866 SETD CAC
VA, DC & MD (703) 769-4499
DSN: 327-4004

Web Site: https://setdweb.setd.army.mil

Email: setd.helpdesk@us.army.mil